

YOUTH SERVICES POLICY

Title: Parental Contributions - Cost of Care and Treatment Next Annual Review Date: 12/30/2015	Type: A. Administrative Sub Type: 3. Fiscal Number: A.3.4
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References: La. Revised Statute 9:315 - 9:315.15, 15:910, and 15:1086; ACA Standards 2-CO-1B-05 (Administration of Correctional Agencies); 2-7065 Juvenile Probation and Aftercare Services; YS Policy Nos. A.3.8 "Budget and Fiscal Management Activities", C.4.2 "Social Security Benefits", and D.9.12 "Participation in the Title IV-E Program"; the Juvenile Electronic Tracking System (JETS)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 12/30/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the guidelines for assessment and collection of parental contributions for the cost of care provided by the State for youth placed in a secure care facility.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Regional Directors, Facility Directors, Regional Managers and Probation and Parole Officers/Juvenile (PPO/J).

IV. DEFINITIONS:

Community Based Services (CBS) - Formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

Department of Public Safety/Public Safety Services/Office of Management and Finance (PPS/OMF) – The designated agency department that reviews and evaluates all financial and legal information from the youth’s custodian, calculates the cost of care assessment, and collects and provides accounting functions regarding contributions made.

Financial Assessment Forms - FAST I, FAST II forms utilized by OJJ, the Department of Children and Family Services (DCFS), and PSS/OMF to determine eligibility for federal reimbursement, Medicaid, and the amount, if any, of parental contributions.

Financially Responsible Person – A youth’s legally responsible parent, a natural or biological parent, an adoptive parent, or a legally appointed tutor.

FAST III - Form utilized to report changes in placement and periodic reviews for continued eligibility.

Juvenile Electronic Tracking System (JETS) - The centralized database used to track all youth under OJJ supervision or custody, and to record youth case record activity.

Office of Support Enforcement - A division of DCFS responsible for collecting financial support from non-custodial parents.

Parental or Financially Responsible Person - Individual financially responsible for the youth prior to the disposition committing the youth to the custody of OJJ and assigning him to secure custody. Includes a natural parent, a biological parent, an adoptive parent, or a legally appointed tutor.

Parental Assessment Review Committee (PARC) – A committee established by the Deputy Secretary and comprised of a maximum of six individuals tasked with reviewing parent or financially requests for redeterminations of parental contribution assessments.

YS Central Office - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that the cost of care, or parental contribution, billed to the parent or financially responsible person be consistent with applicable federal and state regulations, and commensurate with their ability to pay in accordance with a sliding scale established by La. R.S. 9:315 through 9:315.15. Other children living in the home and dependents as defined for federal income tax purposes shall be considered in establishing the assessment, in accordance with La. R.S. 15:910 and 15:1086.

An appeal of a parental contribution assessment/reassessment shall be heard by the Parental Assessment Review Committee, established herein by the Deputy Secretary.

VI. PROCEDURES:

A. Upon intake for secure care, the assigned PPO/J shall complete the following in JETS:

1. “Secure Care Parental Contribution Form” (also known as the “FAST I”) with information received from the youth's parent or financially responsible

person, which compiles information about marital status, income, and number of dependents;

2. The “FAST II” form containing the signature of the parent or financially responsible person;
3. The “Initial Time Computation” and “Transfer” screen; and
4. The Client ID number assigned to the youth.

The completed information listed above, along with a copy of the custody order and any documentation the parent provides as to child support, shall be printed and forwarded to PSS/OMF for review of completeness and accuracy. If the PPO/J is unable to complete the form(s) at intake, the form(s) shall be mailed to the parent/financially responsible person to complete and forward to PSS/OMF at the address noted below:

Department of Public Safety
Public Safety Services
Office of Management and Finance
P.O. Box 66614
Baton Rouge, LA 70896-6614

The copy of the completed information shall also be forwarded to DCFS Support Enforcement along with a copy of the Application for Child Support (SES 101) to determine whether there is an active child support case open, or to seek filing of petition for child support payable to OJJ.

- B. Only a parent or financially responsible person is required to complete the forms outlined in paragraph “A.” above. This includes a legally responsible parent, a natural or biological parent, an adoptive parent, or a legally appointed tutor. If the youth is in the custody of a person or persons who do not fall within the definition of a financially responsible person, the PPO/J shall attempt to locate the youth’s financially responsible person. If the PPO is unable to locate the financially responsible person, the PPO/J shall input this information in a narrative in JETS and take no further action.
- C. Once a determination is made that a parent or financially responsible person is to be billed, PSS/OMF shall begin billing immediately, but no later than the next monthly billing cycle. A parent or financially responsible person who fails to provide a properly executed “FAST I & FAST II” shall be assumed to have the ability to pay the entire cost of care. A collection account shall be set up in JETS.
- D. If it is determined that a parent or financially responsible person’s income falls below the minimum financial requirements for assessment, PSS/OMF will so notify that person in writing.

- If it is determined there is an open child support case or a petition is filed for child support, parental contributions shall continue to be assessed to the financially responsible person until OJJ becomes the active “payee”.
- E. Upon request, a parent or financially responsible person shall be furnished a copy of the financial determination work sheet used for the assessment from PSS/OMF.
 - F. Recertification/Reassessment of an individual's financial condition shall be performed every 12 months or upon receipt of additional documentation that indicates a change in income or financial circumstances. All re-certifications or reassessments of income shall be completed on a FAS III form. The PPO/J is responsible for obtaining the necessary information to complete the FAS III form which shall be printed and forwarded to PSS/OMF by the PPO/J.
 - G. A parent or financially responsible person may appeal an assessment or reassessment based upon extraordinary circumstances or catastrophic loss. Extraordinary circumstances can include, but are not limited to, non-insured medical payment or major loss of property.
 - H. Appeals of assessments/reassessments shall be heard by the Parental Assessment Review Committee (PARC). The Deputy Secretary shall determine the membership of the Committee, which shall at a minimum be composed of the Assistant Secretary, Undersecretary/designee, a Regional Director and representative of the Legal Section. The Committee shall review the FAS I, and FAS III, if appropriate; the legal and current financial status of the parent or financially responsible person and other relevant documents submitted by the person requesting the appeal. If additional documents are required by the Committee to make its determination, the parent or financially responsible person must furnish the documents for the appeal to move forward.
 - I. A copy of all PARC decisions shall be sent to PSS/OMF.

Previous Regulation/Policy Number: A.3.4

Previous Effective Date: 05/02/2014

Attachments/References: